

MTSU College of Behavioral and Health Sciences  
Micro-Grant Application Form

These funds are awarded as grants and do not have to be repaid. Micro-grants are available up to an amount of \$250. They are available to undergraduate, graduate and international students. Students may be awarded a micro-grant only once during their tenure at MTSU.

Name \_\_\_\_\_ M number \_\_\_\_\_

MTSU email \_\_\_\_\_ Phone \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ *(minimum of a 2.0 overall cumulative GPA required)*

Credit hours completed prior to this semester \_\_\_\_\_ Credits needed for graduation \_\_\_\_\_

Credit hours enrolled this semester \_\_\_\_\_ *a minimum of 6 credit hours is required  
(the micro-grant is not available for summer sessions)*

Are you classified as a degree seeking student? \_\_\_\_\_

Are you currently on financial aid warning, probation or suspension? \_\_\_\_\_

Do you have a FAFSA for current academic year filed with Financial Aid Office? \_\_\_\_\_

Do you have a direct deposit account with the MTSU Business Office? \_\_\_\_\_

Have you met with an advisor? \_\_\_\_\_ Who and when? \_\_\_\_\_

Do you have an outstanding student account balance? \_\_\_\_\_ If so, what is the amount? \_\_\_\_\_

Micro-grant Amount requested \_\_\_\_\_

Reason for your request and how the funds will be used.

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I have read the terms and process of the grant and understand that I can only receive this micro-grant one time ever and that it cannot put my financial aid over the total cost of attendance.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor signature to support your request \_\_\_\_\_

Decision \_\_\_\_\_

Dean signature \_\_\_\_\_ Date \_\_\_\_\_

### **MTSU Student Micro-Grants**

Through the support of our community and the Lewis Hazelwood Student Emergency Fund, MTSU has a dedicated pool of funds available to help students with emergency needs that may impact their ability to continue their education. These micro-grants are designed to provide funding to help address verified need associated with a student's education; as such they may be used to help provide funds for tuition/fees, books, housing, transportation, etc. Each academic college will have a limited pool of funds from which to award grants as approved by the dean or designee.

These funds are awarded as grants and do not have to be repaid. Micro-grants are available up to an amount of \$250 and are available to undergraduate, graduate and international students. Students may be awarded the microgrant only once during their tenure at MTSU.

**To be eligible, students must be in academic good standing, with a minimum of a 2.0 overall cumulative GPA at the time of the request. Student must be classified as degree seeking and be enrolled in six (6) credit hours. The micro-grants are not available during summer sessions. Students must also demonstrate satisfactory academic progress as determined by the MTSU Financial Aid office. Students currently on financial aid warning, probation or suspension are not eligible. Students receiving other forms of financial aid may not receive the micro-grant if it will cause them to exceed their allowable Total Cost of Attendance calculation.**

College of Behavioral and Health Sciences students seeking support should contact their academic or college advisor to obtain additional information regarding the micro-grant.

Award process for the micro-grant is as follows:

- Students seeking support must contact their academic or college advisor and provide basic details on the need for support by completing the grant application form. The advisor will sign the form in support of the request and forward to the dean's office.
- The dean or associate dean will review the student's situation and determine a final recommendation. The CBHS Administrative Coordinator will initiate awarding of the micro-grant via email request to the MTSU Financial Aid Office.
- Upon recommendation from the dean, the Financial Aid Office will check the status of the student's FAFSA, if applicable, to ensure the student is eligible to receive funds. The total aid awarded to a student from all sources cannot exceed their cost of attendance. If there is unmet need, the FAO will coordinate with the Bursar's Office to arrange for the student to have funds either credited to their University account, or if necessary, provided directly to the student.
- Student may request the funds to pay off a small prior term balance if that balance is preventing their continuing registration. However, the micro-grant will NOT be routinely used to pay off outstanding student debts on the student account. In other words, if the dean is allocating the micro-grant to assist the student with immediate food needs, outstanding library, health services or parking fees on the student account will NOT be deducted from the award prior to disbursement.
- While a student does NOT have to have an active FAFSA to be eligible for the micro-grant, the majority of MTSU students do have a FAFSA filed with MTSU. If the student has a FAFSA and is receiving financial aid, our Financial Aid office must verify that the micro-grant will not cause the student to exceed the established Cost of Attendance (COA). If the student is determined to be eligible, the financial aid contact will authorize payment of the micro-grant to the student account within one working day.

If a student has already established a direct deposit account with the Business Office, the funds will automatically be sent via direct deposit the next business day after the funds are fed to their account. The students will have the funds in their bank account the next business day after we process the direct deposit. This means that total turnaround time from notification to the Financial Aid office to money in the student's bank account or pocket will usually be three days. If the student is not on direct deposit, the MTSU Business Office will manually issue a check and the student will be able to pick up the check from the Business Office the next business day.